



TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

Grants Analyst 2

Tennessee Department of Labor & Workforce Development, Workforce Services, Davidson County

Post Length: **One Week**

To apply, submit your resume to: Mary.Ledbetter@tn.gov

The Tennessee Department of Labor & Workforce Development impacts the lives of Tennesseans every day. Workforce Services Division is responsible for delivering the department's employment and educational services to employers and job seekers in local American Job Centers, partner agencies, and online at Jobs4TN.gov.

Job Overview:

Person in this position will be responsible for providing operational, procedural and technical business support to award recipients, program staff and other stakeholders; assisting in managing overall grants management systems data maintenance and reporting; assisting with training and technical assistance efforts.

Key Responsibilities:

- Grant operations to include review and process reimbursements via grants management database
- Review documentation received from the sub-recipients for accuracy and completeness. Work with sub-recipient fiscal contacts to resolve any discrepancies.
- Assist in grants data management in Grants4TN and Virtual One Stop (VOS) and Advanced Individual Fund Tracking (AIFT).
- Review systems data to ensure sub-recipients are entering/maintaining grants data according to the recommended policies and/or procedures.
- Provide technical assistance pertaining to grant data systems, policies, procedures, guidelines, and programs.

Qualifications:

- Graduation from an accredited four-year college or technical school with a bachelor's degree in a related field.
- Experience equivalent to one year of full-time grants or accounting experience.
- Technical proficiency in Microsoft Office products such as Excel and PowerPoint

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.